

Document Checklist for New Hire Orientation – **CSO, Admin Staff, Custodians**

We need the following documentation for our official records. Please prepare all documentation PRIOR to attending an orientation session, so it can be submitted upon arrival to the session.

- ☐ 2 forms of ID
 - Originals must be physically presented to HR representative
 - U.S. Passport OR Driver's License with SSN Card preferred
- ☐ Negative TB test results (must be less than a year old)
- ☐ Official Transcripts from all institutions attended
- ☐ Verification of Previous Employment
- ☐ Resume (may be submitted online)
- ☐ Designation of Beneficiary
- ☐ I-9
- ☐ Oath of Office
- ☐ Prior Federal Service
- ☐ Authorization to Report to Work
- ☐ Drug-Free Workplace (can be signed electronically)
- ☐ Corporal Punishment (can be signed electronically)
- ☐ Health Benefits (can be signed electronically)
- ☐ Employee Data Form (can be signed electronically)